# December 2018 Release

# Frequently Asked Questions (FAQs)

## Section 1: General Ledger

**1.** I COPIED A JOURNAL WITH NPF AS A SOURCE.  MY NEWLY CREATED JOURNAL NOW HAS NPF AS A SOURCE BUT I NOW NEED TO DELETE THIS JOURNAL.  HOWEVER, I'M UNABLE TO.

Answer:

NPF is no longer a valid Source as of Dec 3, 2018.  Therefore, do not copy a journal with this Source going forward. However, if a journal was copied with this source, then a ticket needs to be submitted to FSC to have the journal deleted for you.  You will then need to manually create the journal with the correct Source and SCO Type of Transaction.

**2.** I CANNOT POST MY JOURNAL.

Answer:

Please check if you have selected the correct Source.  For transactions that are posted in SCO Legacy but need to be recorded in FI$Cal, the correct SCO Type of Transaction is CTUP, Source 10N.  This will not route to SCO for approval or be interfaced to SCO Legacy.  Therefore, once Department Approver 1 has certified and approved the journal, it can be Posted.

Note, FI$Cal has identified that some departments are selecting the incorrect Source of ONL which *may* route to SCO for approval depending on if the transaction is affecting Cash (1109100) or Statewide appropriation.  If it routes to SCO for approval, the journal cannot be posted until it has been approved by SCO. However, if it was routed to SCO in error, please contact your SCO analyst to inform them of the error, so that they can deny the GL journal and it can be routed back to you to update.   .

**3.** WHAT SOURCE DO WE SELECT SINCE NPF/PAY IS NO LONGER AVAILABLE?

Answer:

Please use SCO Type of Transaction CTUP (Catch up/SCO initiated). Please note, when CTUP is selected, the journal will not workflow to SCO for approval or be interfaced into SCO Legacy.

**4.** WHAT IS THE DIFFERENCE BETWEEN SOURCE 10N AND SOURCE 11N?

Answer:

Source 10N, includes SCO Type of Transactions: Catch Up/SCO Initiated, FSC Correction/Department-Level Transaction, and Estimated/Advanced PFA, and **will not** be included in PFA Reports.  Source 11N, includes SCO Type of Transactions: Clearing Account Reclass/Manual Allocation and Plan of Financial Adjustment Corrections, and **will be** included in PFA Reports.

**5.** HOW DO I SUBMIT MY PFA?

Answer:

The process of submitting paper Transaction Request for PFA to SCO Legacy remains the same.  Please refer to Job Aid Fiscal.038 which provides instructions on how to prepare a PFA Transaction Request.

**6.** I DO NOT SEE CTUP AS A SOURCE.

Answer:

It is not a Source. It is an SCO Type of Transaction.

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**7.** INSTEAD OF SUBMITTING A PAPER TRANSACTION REQUEST TO SCO LEGACY, CAN I ENTER GL JOURNALS IN FI$CAL FOR ALL TRANSACTIONS?

Answer:

It depends on the type of transaction. For transactions that post to TC 35 or TC 38, as well as other, TCs (e.g. TC 23, TC 24, etc), a paper Transaction Request will need to be submitted to SCO Legacy. It will then need to be recorded in FI$Cal with SCO Type of Transaction, CTUP. Again, this will not route to SCO for approval and not interface to SCO Legacy.

To confirm if you should submit a paper Transaction Request or enter a GL Journal in FI$Cal, check your Tab run for a similar transaction prior to Go Live (Dec 3, 2018). If you see in your Tab run that the transaction posted to other TCs as well, then you must submit the paper Transaction Request to SCO Legacy. If it did not, then you may enter the GL Journal in FI$Cal with appropriate SCO Type of Transaction.

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**8.** I USED TO BE ABLE TO UNPOST A GL JOURNAL BUT I'M UNABLE TO NOW.

Answer:

Prior to Go Live this functionality was available to departments. However, after Go Live this functionality is no longer available. Therefore, a ticket needs to be submitted to FSC which includes the GL Journal number and reason for the unpost.

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**9.** I RECORDED MY JOURNAL IN FI$CAL THREE DAYS AGO AND IT HAS ROUTED TO SCO FOR APPROVAL, BUT IT HAS NOT YET BEEN APPROVED. HOW LONG WILL IT TAKE SCO TO APPROVE?

Answer:

Review your GL journal to ensure that it is appropriate for it to be routed to SCO for approval. Refer to Q2/A2. If it is appropriately routed to SCO for approval, then it normally takes 10 business days or more depending on the complexity of the GL journal. For instance, if a GL journal only has a few lines (e.g. 4 lines of entry) then it will not take as long to review and approve as a GL journal that has many lines (e.g. 40 lines of entry). If it was routed to SCO in error, please contact your SCO analyst to inform them of the error, so that they can deny the GL journal and it can be routed back to you to update.

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**10.** I NEED TO MAKE A CORRECTION THAT INVOLVES BOTH STATEWIDE APPROPRIATIONS (E.G. FUND, ENACTMENT YEAR, APPROPRIATION REFERENCE, PROGRAM, ETC) AND DEPARTMENTAL VALUES (REPORTING STRUCTURE, LOCATION, ETC). CAN I SUBMIT THIS ON ONE GL JOURNAL AND WILL IT BE ROUTED TO SCO?

Answer:

Yes, you may submit one GL journal correction that involves both Statewide appropriations and departmental values. Select appropriate SCO Type of Transaction for your journal to route to SCO for Approval and to be interfaced to SCO Legacy. If an incorrect SCO Type of Transaction is selected, the GL journal may not be approved, and department will need to re-submit with correct SCO Type of Transaction. For additional guidance on SCO Type of Transactions, see Job Aid FISCal.404.

**11.** WHAT SHOULD BE ENTERED ON THE TRANSACTION DESCRIPTION FIELD?

Answer:

The Transaction Description in the Lines Tab should be referencing what the department is doing. For example, if the department is correcting an SCO journal entry, the department would enter "COR JE12345 date MM/DD/YY" in the Transaction Description field. Keep in mind the field is only 25 characters long.

**12.** WHAT SHOULD BE ENTERED IN THE LONG DESCRIPTION/LEGAL AUTHORITY AND REASON FOR REQUEST FIELD?

Answer:

The Long Description/Legal Authority and Reason for Request in the Header field should be the same as what you would input in the paper Transaction Request. It should also reference SCO journal entry document number (e.g. PIA, JE, JUS, etc.) and/or GL journal number where applicable.

**13.** DO I NEED TO PROVIDE ATTACHMENTS WHEN SUBMITTING A GL JOURNAL TO SCO FOR CORRECTIONS?

Answer:

Yes. If the transaction would have required back up documentation when sent via paper Transaction Request, then it is required to be attached via GL Journal.

**14.** I NEED TO CREATE AN ENCUMBRANCE JOURNAL. WHAT SCO TYPE OF TRANSACTION SHOULD I SELECT?

Answer:

The configuration is set to not workflow to SCO for any Encumbrance Commitment Control Amount Type of transactions, regardless of Journal Source. Therefore, select Commitment Control Amount Type, "Encumbrance." For reassurance, we recommend selecting SCO Type of Transaction "FSCC," FSC Correction/Department Level Transaction, which does not workflow to SCO as well.

**15.** I SELECTED THE INCORRECT JOURNAL SOURCE WHICH RESULTED IN THE JOURNAL BEING ROUTED TO SCO FOR APPROVAL. THE JOURNAL SHOULD NOT HAVE WORKFLOWED TO SCO. WHAT SHOULD I DO? DO I NEED TO WAIT FOR SCO APPROVAL IN THIS CASE?

Answer:

If the incorrect Journal Source was selected which resulted in the Journal being routed to SCO for approval mistakenly, then Departments should reset workflow to select the correct Source. Refer to Q2/A2 for instructions on how to reset workflow, which can be done prior to SCO taking action on the journal.

**16.** I RECEIVED A JOURNAL ENTRY FROM SCO LEGACY. DO I NEED TO RECORD THIS IN FI$CAL TOO?

Answer:

If the transaction has been recorded in SCO Legacy, but it has not been recorded in FI$Cal, then the Departments will need to record it in FI$Cal. Be sure to select the appropriate SCO Type of Transaction and Journal Source, to determine if an entry will be picked up in the PFA Report. Refer to Q4/A4 and Job Aid Fiscal 404.

# Section 2: Accounts Payable

**17.** WHEN A CLAIM IS INTERFACED AND POSTED IN FI$CAL, WHY AM I NOT ABLE TO SEE INTER/INTRA UNIT ACCOUNTING ENTRIES?

Answer:

Departments will not see inter/intra unit account entries related to the payment entries until the BU information is updated. Additionally, Departments will only see payment entries after any COA/KK errors are cleared.

**18.** WHY HAS MY VOUCHER NOT BEEN APPROVED?

Answer:

SCO has 15 days from receiving a voucher to review and approve it. Certain vouchers sent to SCO for approval may state "awaiting further approval." This message is equivalent to the previous message of "SCO pending," and is temporary. SCO is currently resolving some known post go live issues. Expect further communication.

**19.** CAN FI$CAL HANDLE EXPEDITE CLAIMS?

Answer:

No, if a claim needs to be expedited then a paper claim should be submitted.

**20.** I HAVE ALREADY SUBMITTED A PAPER CORRECTION TO SCO, IF I CREATE A JOURNAL VOUCHER IN FI$CAL WILL IT CREATE A DUPLICATE?

Answer:

Yes, it will cause a duplicate in SCO's Legacy system as these transactions are interfaced into Legacy from FI$Cal via INFAP041. To record the correction in FI$Cal only and not route to SCO, the catchup checkbox within the journal voucher needs to be selected.